

STATINTL

1 April 1975

MEMORANDUM FOR: Director of Personnel

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THROUGH : Director of Logistics

SUBJECT : Adjustment of Year-End Annual Leave Limit -
[REDACTED]

1. Your approval is requested to adjust the year-end annual leave limit for the undersigned from 349 hours to 360 hours.

2. In August 1974 I turned in a travel voucher for my PCS return from an Office of Communications assignment [REDACTED]. The financial entitlements for that voucher were paid promptly, but charges to my annual and home leave accounts were apparently delayed for seven months, until February 1975. Knowing there was a leave charge outstanding, I deliberately forfeited thirty-seven hours annual leave for 1974 to insure retention of the 360 hour maximum. To my surprise and chagrin, my Earnings and Leave Statement issued 28 February indicated that the outstanding leave charge had been processed and my maximum reduced to 349 hours.

3. I believe that I exercised adequate care in planning my annual leave, and attribute the reduction of my maximum limit to administrative error - to the seven month delay in processing the travel voucher. To counter the often cited premise that employees are responsible for managing and policing their own leave accounts, I offer the following factors:

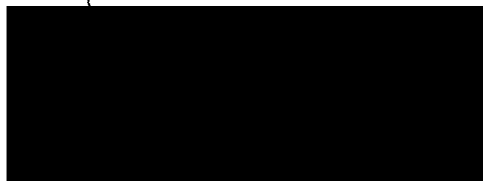
a. At no time was I aware of how much annual leave would be charged to me as a result of my PCS travel. The travel technician working my voucher indicated that that figure was not available until all Time and Attendance records for the period of my travel had been processed.

b. I fully expected new leave balances to be reflected shortly after the travel voucher was processed, and was therefore not concerned about the initial delay.

c. Since reporting in to Headquarters in August 1974, I have worked at five locations and/or offices. As a consequence, most of my leave statements have been late getting to me, I have never known for sure where the next one was coming from, and, quite simply, my annual leave balance was never in the forefront of my mind.

d. I am not now asking for any additional leave. I have in excess of 360 hours annual leave on record now. I am asking only that the limit on my account be adjusted to 360 hours.

4. Your positive consideration of this request is appreciated.



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